

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

**CLASS TITLE: ELECTIONS OFFICE CLERK
CLASS CODE: 149**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist with clerical responsibilities in order to conduct uncontested elections. The class is responsible for assisting with registration and election activities for Fayette County. Work is performed under the general supervision of the Elections Officer.

ESSENTIAL TASKS

Receive and date stamp voter registration applications, change of address cards, and maintain cancellations and felony forms; Enter data in computer and file; answer the phones and answer questions, wait on counter, assist with orders, pack and check supplies for 36 precincts, help with absentee voting, check signatures, pull ballots, check and sign-in returned ballot envelopes. Assist with the check-in of poll managers and report preparation for Superior court and the Secretary of State after elections, and oversee workers when they pick up and return booths and signs for 36 precincts. Perform related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Copies, transcribes, enters, or posts data or information.

PEOPLE INVOLVEMENT:

Speaks or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS:

Operates or repairs complex machinery or equipment that requires extended training and experience such as electronic, voting equipment and related components, including software used for programming custom applications; may involve installation and testing..

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Performs addition and subtraction, multiplication and division.

MATHEMATICAL REQUIREMENTS:

Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

LANGUAGE REQUIREMENTS:

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.

ELECTIONS OFFICE CLERK

MENTAL REQUIREMENTS:

Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices, uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Guides others making a few decisions, affecting the individual and a few coworkers.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school, GED, or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Attend seminars conducted by the Secretary of State.

EXPERIENCE REQUIREMENTS:

Requires over three months and up to and including six months.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing most of the time, exerting up to 20 pounds of force on a recurring basis, skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment.

ENVIRONMENTAL HAZARDS:

Bright/dim light, dusts, and pollen.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

ELECTIONS OFFICE CLERK

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.